Chapter 4 Documents

AACG   **Agency Account Table**

```
ENTER FUNCTION:  ........... TRANS:  AACG
                                                           DATE:
 AGENCY ACCOUNT TABLE                                      TIME:
 KEY IS AGENCY NUMBER, AGENCY ACCOUNT TYPE AND FISCAL YEAR  TERM:

 AGENCY NUMBER......: ...... :
 ACCOUNT TYPE.......: ..     :
 FISCAL YEAR........: ....
 FUND...............: ...
 ORG................: ....              SUB-ORG.....: ..
 ACTIVITY...........: ....
 REV SOURCE.........: ....              SUB-REVENUE.: ..
 JOB NO.............: ........          REPORT CAT..: ....
 OBJECT.............: ....              SUB-OBJECT..: ..
 BS ACCOUNT.........: ....              APPROP UNIT.: ...

 USERID LAST CHG....:           DATE LAST CHANGED..:
```

Purpose   The purpose of the Agency Account Table is to provide the user with the ability to add, change, delete and inquire agency account records. Multiple account records for an agency are allowed. Access is granted to those records which the user has been provided security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire Agency Account Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

6.1 Add Agency Account Table
6.2 Change Agency Account Table
6.3 Delete Agency Account Table
6.4 Inquire Agency Account Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. Required for add. If left blank on inquiry, the system will display the first agency account record in the database.
Agency Name	35	Protected. Inferred agency name from the AGCY Table.
Account Type	2	Unprotected. Key. Entry must be valid agency account type in BTAB Table AD (Agency Account Type). If left blank on inquiry, the system will display the first account type code in the database for the specified agency.
Account Type Title	30	Protected. Inferred interpretation of the agency account type code from BTAB Table AD.
Fiscal Year	4	Unprotected. Key. Must be a valid fiscal year and numeric. If left blank on inquiry, the system will display the first fiscal year record in the database for the specified agency and account type. Format is CCYY.
Fund	3	Unprotected. Used to indicate the fund code to be used. Must be a valid fund in AFS.
Org	4	Unprotected. Used to indicate the organization code to be used. Must be a valid organization in AFS.
Sub-Org	2	Unprotected. Used to indicate the sub-organization code to be used. Must be a valid sub-organization in AFS for the specified organization.
Activity	4	Unprotected. Used to indicate the activity code to be used. Must be a valid activity in AFS.
Rev Source	4	Unprotected. Used to indicate the revenue source code to be used. Must be a valid revenue source in AFS.
Sub-Revenue	2	Unprotected. Used to indicate the sub-revenue source code to be used. Must be a valid sub-revenue source in AFS for the specified revenue source code.

Field Completion

Field	Size	Description
Job No	8	Unprotected. Used to indicate the job number code to be used. Must be a valid job number in AFS.
Report Cat	4	Unprotected. Used to indicate the reporting category code to be used. Must be a valid reporting category in AFS.
Object	4	Unprotected. Used to indicate the object code to be used. Must be a valid object code in AFS.
Sub-Object	2	Unprotected. Used to indicate the sub-object code to be used. Must be a valid sub-object code in AFS for specified object code.
BS Account	4	Unprotected. Used to indicate the balance sheet account code to be used. Must be a valid balance sheet account in AFS.
Approp Unit	3	Unprotected. Used to indicate the appropriation unit code to be used. Must be a valid appropriation unit in AFS for the specified fund and organization code.
USERID Last Chg	8	Protected. USERID of the user who last changed this record; system maintained.
Date Last Changed	8	Protected. Date the record was last changed; system maintained.

AADR   **Sub-Agency Address Table**

```
ENTER FUNCTION:  .......... TRANS:  AADR
                                                      DATE:
 SUB-AGENCY ADDRESS TABLE                             TIME:
 KEY IS AGENCY NUMBER AND SUB-AGENCY NUMBER           TERM:

 AGENCY NUMBER......: ...... :
 SUB-AGENCY NUMBER..: ......
 SUB-AGENCY NAME....: ...................................
 STATUS CODE........: ...     :
 STATUS CHANGE DATE.:
 DIVISION NAME......: ...................................
 OFFICE NAME........: ...................................
 CONTACT PERSON.....: ...................................
 CONTACT POSITION...: ...................................
 CONTACT PHONE......: ... - ... - .... - ....
 ADDRESS LINE 1.....: ..........................
 ADDRESS LINE 2.....: ..........................
 CITY...............: ..............  STATE...: ..  ZIP CODE...: ..... - ....
 PARISH CODE........: ...     :
 PRINTER ROUTE CODE.: ........
 PRINTER CODE.......: ..      :
 USER ID LAST CHANGE:                      LAST CHANGE DATE..:
```

Purpose

The purpose of the Sub-Agency Address Table is to provide the user with the ability to add, change, delete and inquire agency address records. Multiple address records for an agency are allowed provided the sub-agency number is unique. Access is granted to those records which the user has been provided security access.

Screen Characteristics

Add, Change, Delete and Inquire Sub-Agency Address Table records.

Procedure Cross-Reference

Chapter 2 Agency Database Maintenance;

2.1 Add Sub-Agency Address Table
2.2 Change Sub-Agency Address Table
2.3 Delete Sub-Agency Address Table
2.4 Inquire Sub-Agency Address Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. Required for add. The agency number must be a valid entry in the AGCY table with a status code of '1' to add an address record.
Agency Title	30	Protected. Inferred title of the agency from the AGCY Table.
Sub-Agency Number	6	Unprotected. Key. Required for add. A user assigned code that is unique for this sub-agency/address.
Sub-Agency Name	35	Unprotected. Required for add. The name of the sub-agency that will appear in the record.
Status Code	3	Unprotected. Required for add. On an add the status code must be '0'. After the add the status code must be changed to '1'. Must be a valid entry in BTAB Table AS (Agency/Address Status Code).
Status Code Title	30	Protected. Inferred status title from BTAB Table AS (Agency/Address Status Code).
Status Change Date	8	Protected. Reflects the last date that the status code was changed. System maintained.
Division Name	35	Unprotected. Optional entry. The division to which this sub-agency belongs.
Office Name	35	Unprotected. Optional entry. The office to which this sub-agency belongs.
Contact Person	35	Unprotected. Required for add. The name of someone in the office to be used as a point of contact.
Contact Position	35	Unprotected. Optional entry. The position of the person designated as a point of contact.
Contact Phone	14	Unprotected. Optional entry. The area code, phone number and any extension of the contact person in the sub-agency. If entered, must be numeric and valid construct.

Field Completion

Field	Size	Description
Address Line 1	25	Unprotected. Required for add. The address of the sub-agency as it will appear in the system.
Address Line 2	25	Unprotected. Optional entry. Second line of address if required.
City	15	Unprotected. Required for add. The city where the sub-agency is located.
State Code	2	Unprotected. Required for add. The state in which the sub-agency is located. Must be a valid entry in BTAB Table ST (State Code). Blank is not a valid entry.
Zip Code	5+4	Unprotected. Required for add. The zip code of the sub-agency. Must be numeric.
Parish Code	3	Unprotected. Required for add. The parish where the sub-agency is located. Must be a valid entry in BTAB Table CC (Parish Code).
Parish Title	35	Protected. Inferred parish title from BTAB Table CC (Parish Code).
Printer Route Code	8	Unprotected. Optional entry. The designation of the printer where the agency's output information will print. If applicable, printer route code must be obtained from data processing personnel.
Printer Code	2	Unprotected. Optional entry. Used to identify the type of printer used. Must be a valid entry in BTAB Table PT (Printer Type).
User-ID Last Change	8	Protected. The user ID of the person making the last change to the record. Maintained by the system.
Last Change Date	8	Protected. The date of the last change to this record. Maintained by the system.

ABUA **Purchasing Agency Buyer And Agency Table**

```
ENTER FUNCTION:  ...........  TRANS:  ABUA                    DATE:
 PURCHASING AGENCY BUYER AND AGENCY TABLE                      TIME:
                                                               TERM:

 KEY IS PURCHASING AGENCY, BUYER CODE, AND AGENCY NUMBER

 PURCHASING AGENCY....: ...... :
 BUYER CODE...........: ...    :

 AGENCY NUMBER                        NAME
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
```

Purpose   The purpose of the Purchasing Agency Buyer and Agency Number table is to provide the
                     user with a list of Agencies and their Names for the responsible purchasing agency and buyer
                     code specified.

**Screen
Characteristics**   Inquire Agency Header Table

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

                     9.1 Inquire Agency Database Records

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Purchasing Agency	6	Unprotected. Key. If left blank the system will start the agency list with the first purchasing agency in the database. If input the system will return the list for the agency specified.
Purchasing Agency Title	35	Protected. The title of the Purchasing Agency.
Buyer Code	3	Unprotected. Key. If left blank the system will start the agency list with the first buyer for the purchasing agency specified. If input the system will return the list for the buyer code specified.
Buyer Name	35	Protected. The name of the buyer as provided in the Agency Buyer table.
Agency Number	6	Unprotected. Key. If left blank the system will start the list with the first agency number for the purchasing agency and buyer code specified. If input the system will return the list starting at the agency number specified.
Name	35	Protected. The name of the agency as provided from the Agency table.

ABUY   **Agency Buyer Table**

```
ENTER FUNCTION:  ...........  TRANS:
                                                    DATE:
 AGENCY BUYER TABLE                                 TIME:
 KEY IS AGENCY NUMBER AND AGENCY BUYER              TERM:

 AGENCY NUMBER......: ...... :
 AGENCY BUYER.......: ...    : ..............................
 STATUS CODE........: ...    :
 STATUS CHANGE DATE.:
 BUYING UNIT........: ....   :
 COMMERCIAL PHONE...: ... - ... - .... - ....
 BUYER SUPERVISOR...: ...    :
 UNIT SUPERVISOR....: ...    :
 STATE PHONE........: ... - ... - .... - ....
 SOLIC APPRVL LIMIT.: ........
 AWARD APPRVL LIMIT.: ........
 AMENDMENT LIMIT....: ........
 CHG LIMIT..........: ........
 PRINTER ID.........: ....... PRINTER TYPE: ..  PRINT CLASS: .
 USER ID LAST CHANGE:
 LAST CHANGE DATE...:
```

Purpose   The purpose of the Agency Buyer Table is to provide the user with the ability to add, change, delete, or inquire agency buyer table records. These records are used throughout the purchasing process to identify and document the buyer of record for a solicitation, order, or contract. The printer ID, printer type, and print class fields allow printing on a remote printer at the buyer/team printers. Access to these records is restricted to those users granted proper security capability.

Screen
Characteristics   Add, Change, Delete and Inquire Agency Buyer Table records.

Procedure
Cross-Reference   Chapter 2 Agency Database Maintenance;

3.1 Add Agency Buyer Table
3.2 Change Agency Buyer Table
3.3 Delete Agency Buyer Table
3.4 Inquire Agency Buyer Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency	6	Unprotected. Key. Required for add. Denotes the agency to which the buyer belongs. The entry must be a valid active entry in the AGCY Table.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Agency Buyer Code	3	Unprotected. Key. Required for add. Must be a unique number for that buyer.
Buyer Name	35	Unprotected. Required for add. The name of the buyer being registered.
Status Code	3	Protected. Required. On an Add the status code must be '0'. If left blank the system will default to '0'. Afterwards the user must update the field to '1' to activate. Must be a valid entry in BTAB Table BS (Buyer Status Code).
Status Code Title	35	Protected. Inferred status code title from BTAB Table BS (Buyer Status Code).
Status Change Date	8	Protected. The date that status code was changed. Maintained by the system.
Buying Unit	4	Unprotected. Required for add. The buying unit to which this buyer is assigned. Must be a valid entry in BTAB Table AB (Agency Buying Unit).
Buying Unit Title	35	Protected. Inferred buying unit title from BTAB Table AB (Agency Buying Unit).
Commercial Phone	3/3/4/4	Unprotected. Optional entry. The area code, prefix, phone number and any extension of the buyer. If entered, must be numeric and valid construct.
Buyer Supervisor	3	Unprotected. Optional entry. The buyer code of the person designated as the buyer supervisor for this buyer. If entered, must be a valid entry in the ABUY table.
Supervisor Name	35	Protected. Inferred supervisor's name from the ABUY table.
Unit Supervisor	3	Unprotected. Optional entry. The buyer code of the person designated as the unit supervisor for this buyer. If entered, must be a valid entry in the ABUY table.

Field Completion

Field	Size	Description
Unit Supervisor Name	35	Protected. Inferred name of the unit supervisor from the ABUY table.
State Phone	3/3/4/4	Unprotected. Optional entry. The LINC prefix and number and any extension of the state employee. If entered, the first three positions would be 008, followed by the LINC telephone number, followed by an extension if applicable.
Sol Apprvl Limit	8	Unprotected. Optional entry. The maximum value (in dollars) for any one solicitation that this buyer can authorize for release.
Award Apprvl Limit	8	Unprotected. Optional entry. The maximum value (in dollars) for any one award (order) that this buyer can authorize.
Amendment Limit	8	Unprotected. Optional entry. The maximum value (in dollars) for any one amendment that this buyer can authorize.
Chg Limit	8	Unprotected. Optional entry. The maximum value (in dollars) for any one change order that this buyer can authorize.
Printer ID	8	Unprotected. Optional entry. The designation of the printer where the agency's buyer output information will print. If not present, will default and read the AGCY table for the print information. If applicable, printer ID must be obtained from data processing personnel.
Printer Type	2	Unprotected. Required if Printer ID is entered. Used to identify the type of printer used.
Print Class	1	Unprotected. Required if Printer ID is entered. Used to identify the class of printer used.
User-ID Last Change	8	Protected. The user ID of the person making the last change to this record. Maintained by the system.
Last Change Date	8	Protected. The last date that this record was changed. Maintained by the system.

ACAD Agency Commodity Approval Designation Table

```
ENTER FUNCTION:  ...........  TRANS:  ACAD
                                                        DATE:
AGENCY COMMODITY APPROVAL DESIGNATION TABLE             TIME:
KEY IS AGENCY NUMBER AND COMMODITY NUMBER               TERM:

AGENCY NUMBER.....: ...... :


  COMMODITY           DESCRIPTION                  APPROVAL    USERID
   NUMBER                                           LIMIT    LAST CHG
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
... .. ......                                    .............
```

Purpose

The purpose of the Agency Commodity Approval Designation Table is to provide the agency user with the capability to create and maintain a list of commodities that require approval when purchased above the specified approval limit. Functions are add, change, delete, and inquire. Access is granted to those users with proper security.

Screen Characteristics

Add, Change, Delete and Inquire Agency Commodity Approval Designation Table.

Procedure Cross-Reference

Chapter 2 Agency Database Maintenance;

8.1 Add Agency Commodity Approval Limit
8.2 Change Agency Commodity Approval Limit
8.3 Delete Agency Commodity Approval Limit
8.4 Inquire Agency Commodity Approval Limit

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency Number	6	Unprotected. Key. Required for add. Must be key to a valid/active record in the AGCY Table or a valid three position agency number followed by an asterisk (XXX*) to indicate all agencies beginning with those three numbers which require a commodity approval. If left blank on inquiry, system will display the first approval purchase authority agency in the database.
Agency Title	35	Protected. Inferred agency name from the AGCY Table.
Commodity Number	3/2/6 x 12	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database for the specified Agency Number.
Description	40x12	Protected. Inferred first line of commodity description from CSPC.
Approval Limit	9.2x12	Unprotected. Optional entry. Used to indicate the dollar amount limit for which approval of this commodity will be required by the specified agency.
Userid Last Change	12x8	Protected. USERID of the last user to change this record.

ADET   Agency Purchase Detail Table

```
ENTER FUNCTION:  ........... TRANS:  ADET
                                                       DATE:
 AGENCY PURCHASE DETAIL TABLE                          TIME:
 KEY IS AGENCY NUMBER, FISCAL YEAR AND ORDER NUMBER    TERM:


 AGENCY NUMBER......: ...... :
 FISCAL YEAR........: ....
 ORDER NUMBER.......: .......... :


 VENDOR NUMBER......:                 :
 ORDER AMOUNT.......:
 NUMBER OF LINES....:
 AGENCY REQ NUMBER..:
```

Purpose	The purpose of the Agency Purchase Detail Table is to provide the user with the ability to inquire an Agencies purchase data by order number. Access is granted only to those records for which the user has security access.
Screen Characteristics	Inquire Agency Purchase Detail Table records.
Procedure Cross-Reference	Chapter 2 Agency Database Maintenance; 9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. If left blank the system will return with the first agency number in the database. If input the system will return with the agency number specified.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Fiscal Year	4	Unprotected. Key. If left blank the system will return the first fiscal year in the database for the agency specified. If input the system will return the specified fiscal year if it exists. Format is CCYY.
Order Number	10	Unprotected. Key. If left blank the system will return with the first order in the database for this agency and fiscal year. If input the system will return with the record specified.
Vendor Number	11	Protected. The vendor number of the vendor of record for this order.
Vendor Name	25	Protected. The name of the vendor from the VEND table for this order.
Order Amount	9.2	Protected. The total dollar value of the order from the ORDR table.
Number of Lines	5	Protected. The number of lines that are attached to this order.
Agency Req Number	10	Protected. The agency requisition number assigned by the requisitioning agency for this order.

AGCY   Agency Header Table

```
ENTER FUNCTION:                    TRANS: AGCY
                                                                DATE:
AGENCY HEADER TABLE                                             TIME:
KEY IS AGENCY NUMBER                                            TERM:
AGENCY NUMBER......:                     DEPT FINANCIAL:
AGENCY NAME........:
SHORT NAME.........:                     STATE BID LIST:
EXECUTIVE DEPT NAME:
STATUS CODE........:         :
STATUS CHANGE DATE.:            REPORTS TO CENTRAL ACCT SYSTEM:
CONTACT PERSON.....:
CONTACT PHONE......:     -    -     -      LAST CONTRACT REVIEW #:
AGENCY TYPE........:         :
REPORTS TO AGENCY..:        NOTIFY AGENCY...: REQ    ORDER    CONTRACT
DEPT PURCH AGENCY..:                            AGENCY BUYER:
PRINTER ID.........:        PRINTER CODE:    LAPAC POST?:
SUBMITTING UNIT....:
2-WAY/3-WAY MATCH..:   /        DELEGATED AUTHORITY LIMIT..:
VARIANCE ALLOWED...:         % VARIANCE REC/INV/PAY.....:
$ NTE AMT INV/PAY..:             PURCHASE LIMIT.....:
PAYMENT LIMIT......:          NO. OF NOTICES:     LOCAL INVENTORY:
CONTR REV DEL AUTH.:          ID LST CHG:          DT LST CHG:
```

Purpose   The purpose of the Agency Header Table is to provide the user with the ability to ADD, CHANGE, DELETE or INQUIRE agency header table data. The state bid list field allows the ability to indicate if the state vendor bid list is to be used ("Y") or not ("N") when no vendors are found on the agency CASV (Commodity by Agency Supplying Vendor) record. The department purchasing agency and buyer fields provide the ability to assign a requisition to a specific buyer for the requisitioning agency. Access is granted only to those records for which the user has security access.

Screen
Characteristics   Add, Change, Delete and Inquire Agency Header Table records.

Procedure
Cross-Reference   Chapter 2 Agency Database Maintenance;
               1.1 Add Agency Header Table
               1.2 Establish Agency Accounting Distribution Labels
               1.3 Establish Agency Dollar Threshold Processing Limits
               1.4 Establish Agency 2 Way/3 Way Match

1.5 Establish Agency Allowed Variances
1.6 Change Agency Header Table
1.7 Delete Agency Header Table
1.8 Inquire Agency Header Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key Required for add, change, or delete. If left blank on an inquiry, the system will return the first agency number in the database. If input on inquiry, the system will return with the specified record. A unique number will be entered by the user which will identify the agency.
Dept Financial	6	Unprotected. Optional entry. If entered, must be valid entry in BTAB Table FS (Financial System). Defaults to **'CNTRL'** on add. Must be **'FACS'** if the agency reports to the FACS accounting system.
Agency Name	35	Unprotected. Required for add. The name or title of the agency being registered.
Short Name	10	Unprotected. Required for add. The short or 'reference' name by which the agency is commonly referred.
State Bid List	1	Unprotected. Optional entry. The state bid list is used to indicate if the state vendor bid list is to be used ("Y") or not ("N") when no vendors are found on the agency CASV (Commodity by Agency Supplying Vendor) record.
Executive Dept Name	30	Protected. Inferred interpretation of the first three positions of the agency number as they relate to BTAB Table EX (Executive Dept Name).
Status Code	1	Unprotected. Optional entry for add. Must be '0' on an add. If left blank, the system will default to '0'.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table AS (Agency/Address Status Code).
Status Change Date	8	Protected. The date of the latest status code change. Maintained by the system.
Reports to Central Acct System	1	Unprotected. Optional entry. Indicates if this agency reports to 'central' accounting system for processing pre-encumbrance and encumbrance transactions. Must be 'Y' or 'N'. If 'Y', the XWLK and OWLK will be used to relate the FACS accounting distribution to AFS accounting distribution. Defaults to Y on add.

Field Completion

Field	Size	Description
Contact Person	35	Unprotected. Required for add. The person within the agency designated as the person to contact for the agency.
Contact Phone	3/3/4/4	Unprotected. Optional entry. The area code, prefix, number, and any extension for the telephone number of the contact person. If entered, must be numeric and valid construct.
Last Contract Review #	6	Protected. The sequential numbering system that automatically numbers CFMS contracts when Date Approved is assigned by the Office of Contractual Review.
Agency Type	2	Unprotected. Required for add. The type of agency as outlined in BTAB Table AT (Agency Type).
Agency Type Title	30	Protected. Inferred interpretation of the agency type from BTAB Table AT.
Reports To Agency	6	Unprotected. Optional entry. The agency to which this agency reports in the organizational structure. If input, must be valid active entry in AGCY Table.
Notify Agency Req/Order/Contract	1/1/1	Unprotected. Optional entry. Used to indicate if the agency wants successfully completed requisitions, orders and contracts from AGPS accounting returned via electronic mail box. Defaults to "N" on an add. Valid entries are "Y/N".
Dept Purch Agency	6	Unprotected. Optional entry. The purchasing agency number of the agency responsible for the purchasing functions of this agency.
Agency Buyer Code	3	Unprotected. Optional entry. The buyer of the agency responsible for the purchasing functions of this agency. The buyer must be a valid entry in ABUY (Agency Buyer Table).
Printer ID	8	Unprotected. Optional entry. The designation of the printer where the agency's output information will print. If applicable, printer ID must be obtained from data processing personnel.
Printer Type	2	Unprotected. Optional entry. Used to identify the type of printer used.
LaPAC Post?	1	Unprotected. Optional entry. Used to identify if the agency has permission to post solicitations to the web via LaPAC. Defaults to "N" on add. Valid entries are "Y/N".
Submitting Unit	7	Unprotected. Required if agency reports financially to FACS, otherwise must be spaces.
2-Way/3-Way Match	1/1	Unprotected. Optional entry. Defaults to Y. Indicates if an agency is authorized (Y/N) to use the 2-Way and 3-Way Match Processes.

Field Completion

Field	Size	Description
Delegated Authority Limit	9.2	Unprotected. Optional Entry. If entered, must be numeric and greater than zero. If greater than zero, will override global delegation of purchase authority limit residing in the Installation Table (BINS).
Variance Allowed	1	Unprotected. Optional entry. Currently used to indicate if an agency will be permitted variances on receiving/invoice/payment process. Allowable entries are Y and N. If **Y**, variances will be permitted as stated in the AGCY Table, default variances is in the Installation Table (BIN2). Defaults to **Y** on add.
% Variance Rec/Inv/Pay	2.2	Unprotected. Optional entry. If entered, must be valid numeric greater than zero. If variance is greater than spaces, will override global percentage variance of the BINS Table for this agency.
$ NTE Amt Inv/Pay	9.2	Unprotected. Optional entry. Used to indicate the dollar limit of this agency for processing of invoices or payments. Amounts greater than this limit will result in an error being displayed.
Purchase Limit	9.2	Unprotected. Optional entry. Used to indicate the dollar threshold of this agency for processing of requisitions or orders. Amounts greater than this limit will result in the building of an appropriate approval record.
Payment Limit	9.2	Unprotected. Optional entry. Used to indicate the dollar threshold of this agency for processing of payments. Amounts greater than this limit will result in the building of an appropriate approval record.
Number of Notices	3	Unprotected. Optional entry. Specifies the number of copies of award notices that this agency is to receive.
Local Inventory	1	Unprotected. Optional entry. Defaults to space on add. Allowable entries are Y and N.
Contr Rev Del Auth	1	Unprotected. Required entry. Defaults to 'N' on add. Used to indicate if an agency has delegated authority from the Office of Contractual Review. Allowable entries are Y and N.
ID Lst Chg	8	Protected. The USERID of the person making the last change to this record.
Dt Lst Chg	8	Protected. The date of the last change to this record. Maintained by the system.

AGNM   **Agency Name Table**

```
ENTER FUNCTION:  ...........  TRANS:  AGNM

 AGENCY BY NAME TABLE
 KEY IS AGENCY NAME


                    AGENCY NAME                           AGENCY
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
          ..................................
```

Purpose   The purpose of the Agency Name Table is to provide the user with the ability to inquire agency numbers by agency name. Moving the cursor to a desired name and pressing 'ENTER' will cause the system to leaf to the corresponding Agency header record (AGCY) for further detail.

Screen
Characteristics   Inquire Agency Table records.

Procedure
Cross-Reference   Chapter 2 Agency Database Maintenance, 9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Agency Name	35	Unprotected. Key. If left blank the system will return with the first agency name in the database. If input the system will return with the agency name specified.
Agency Number	6	Protected. The agency number for the agency name specified.

AGRI   Agency Group by Agency/Sub-Agency

```
ENTER FUNCTION:  ........... TRANS:  AGRI
                                                            DATE:
 AGENCY GROUP BY AGENCY/SUB-AGENCY                          TIME:
 KEY IS AGENCY, SUB-AGENCY AND GROUP                        TERM:

 AGENCY .............. ...... :
 SUB-AGENCY .......... ...... :

 AGENCY
 GROUP          GROUP NAME
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
```

Purpose   The purpose of the Agency Group by Agency/Sub-Agency is to provide the user with the
                       ability to inquire agency groups by agency/sub-agency. Access is limited to those
                       agency/sub-agencies for which the user has security access.

**Screen
Characteristics**   Inquire Agency Group Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

                       9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency	6	Unprotected. Key. If left blank the system will return with the first agency number in the database. If input the system will return with the agency number specified.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Sub-Agency	6	Unprotected. Key. If left blank the system will return with the first sub-agency number for that agency. If input the system will return with the sub-agency number specified.
Sub-Agency Title	35	Protected. Inferred title of the sub-agency from the AADR table.
Agency Group	6	Unprotected. Key. If left blank the system will return with the first group for the agency/ sub-agency specified. If input, and the agency/sub-agency is valid, the system will return with the group specified. The agency group must be a valid entry in BTAB Table AG (Agency Group).
Group Name	35	Protected. Inferred interpretation of the agency group name from BTAB Table AG (Agency Group).

AGRP   Agency Group Table

```
ENTER FUNCTION:  ...........  TRANS:  AGRP
                                                        DATE:
 AGENCY GROUP TABLE                                     TIME:
 KEY IS AGENCY GROUP, AGENCY AND SUB-AGENCY             TERM:

 AGENCY GROUP ........: ......

 AGENCY                              SUB-AGENCY

 ......                              ......

 ......                              ......

 ......                              ......

 ......                              ......




```

Purpose   The purpose of the Agency Group Table is to provide the user with the ability to add, delete and inquire AGRP table records. Agency groups are defined at the user's discretion. The group number must first be defined in BTAB Table AG (Agency Group). Agency groups are used in contracts to identify a group of agencies authorized to use a contract. Access to these records is limited to those which the user has security access.

**Screen
Characteristics**   Add, Delete and Inquire Agency Group Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

4.1 Add Agency Group Table
4.2 Delete Agency Group Table
4.3 Inquire Agency Group Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Group	6	Unprotected. Key. Required on add. If inquiry and left blank the system will return with the first record in the database. Must be a valid entry in BTAB Table AG (Agency Group).
Group Name	35	Protected. Inferred interpretation of the agency group code from BTAB Table AG (Agency Group).
Agency Number (4)	6	Unprotected. Key. Required for add. The number of the agency to be added to the specified group.
Sub-Agency (4)	6	Unprotected. Key. Required for add. The number of the sub-agency to be added to the agency group.
Agency Title (4)	35	Protected. Inferred title of the agency from the AGCY table.
Sub-Agency Title (4)	35	Protected. Inferred title of the sub-agency from the AGCY table.

AHST   Agency History Table

```
ENTER FUNCTION:  ...........  TRANS:  AHST
                                                     DATE:
 AGENCY HISTORY TABLE                                TIME:
 KEY IS AGENCY NUMBER AND COMMODITY NUMBER           TERM:

 AGENCY NUMBER......: ......  :

COMMODITY NUMBER     COMMODITY DESCRIPTION        FYTD AMOUNT   PFY AMOUNT
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
 ... .. ......
```

Purpose

The purpose of the Agency History Table is to provide the user with the ability to inquire the dollar amounts purchased by commodity for an agency for the current fiscal year and the previous fiscal year. Access is permitted only to those records for which the user has security access.

Screen Characteristics

Inquire Agency History Table records.

Procedure Cross-Reference

Chapter 2 Agency Database Maintenance;

9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. If left blank the system will return with the first agency number in the database. If input the system will return with the record specified by the user. Must be a valid entry in the AGCY table.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Commodity Number	11x13	Unprotected. Key. If left blank the system will return with the first commodity number for the agency number. Must be a valid entry in the COMM table.
Commodity Description	35x13	Protected. Inferred first line of the commodity specification from the CSPC Table.
FYTD Amount	9.2x13	Protected. The cumulative dollar value of all orders for this commodity number, for this fiscal year, for this agency. Maintained by the system.
PFY Amount	9.2x13	Protected. The total value of all orders for this commodity number for the previous fiscal year. Maintained by the system.

ANOA   Agency Notice of Award Table

```
ENTER FUNCTION:   .......... TRANS:  ANOA
                                                        DATE:
 AGENCY NOTICE OF AWARD TABLE                           TIME:
 KEY IS AGENCY NUMBER, SUB-AGENCY NUMBER AND T-NUMBER   TERM:

 AGENCY NUMBER......: ...... :
 SUB-AGENCY NUMBER..: ...... :

                                                        DATE LAST
 T - NUMBER                    TITLE           COPIES     MAILED
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
   .....                                         ..
```

Purpose

The purpose of the Agency Notice Of Award Table is to provide the user with the ability to add, change, delete and inquire agency notice of awards records. Record is used to define the contract tracking numbers for which a notice of award will be produced for that agency. Access is restricted to those records for which the user has authority to access.

Screen Characteristics

Add, Change, Delete and Inquire Agency Notice of Award Table records.

Procedure Cross-Reference

Chapter 2 Agency Database Maintenance;

5.1 Add Agency Notice of Award Table
5.2 Change Agency Notice of Award Table
5.3 Delete Agency Notice of Award Table
5.4 Inquire Agency Notice of Award Table

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. Required for add. If left blank on an inquiry the system will return with the first record in the database. The agency number must be a valid entry in the AGCY table.
Agency Title	35	Protected. Inferred title of the agency from the AGCY Table.
Sub-Agency Number	6	Unprotected. Key. Required for add. If left blank on an inquiry the system will return with the first record in the database. The sub-agency number must be a valid entry in the AADR Table.
Sub-Agency Title	35	Protected. Inferred title of the sub-agency from the AADR Table.
T-Number	5	Unprotected. Key. Required for add. The T-Number of the contract. Must be a valid entry in BTAB Table TA (T-Number).
Title	35	Protected. Inferred interpretation of the T-Number from BTAB Table TA (T-number).
Copies	2	Unprotected. Required for add. The number of copies of the notice of award to be sent to this agency. Must be numeric.
Date Last Mailed	8	Protected. The date that the last notice of award was mailed. Maintained by the system.

ANOB   Sub-Agencies by Notice of Award Number Table

```
ENTER FUNCTION:  ........... TRANS:  ANOB
                                              DATE:
 SUB-AGENCIES BY NOA NUMBER TABLE             TIME:
 KEY IS T - NUMBER                            TERM:

 T-NUMBER : ..... :                           TOTAL COPIES:

 AGENCY   SUB-AGENCY : SUB-AGENCY NAME
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
 ......      ......
```

Purpose   The purpose of the Sub-Agency by Notice of Award Number Table is to provide the user
                       with the ability to inquire T-Numbers to determine the agency/sub-agencies which will
                       receive notice of awards.

Screen
Characteristics   Inquire Agency Notice of Award Table records.

Procedure
Cross-Reference   Chapter 2 Agency Database Maintenance;

                       9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
T-Number	5	Unprotected. Key. If left blank the system will return with the first T-Number in the database. If input the system will return with the T-Number desired by the user. Must be a valid entry in BTAB Table TA (T-Number).
T-Number Title	35	Protected. Inferred interpretation of the T-Number from BTAB Table TA (T-Number).
Total Copies	4	Protected. Display of inferred total number of copies to be issued for that T-Number based on ANOA Table number of Copies required.
Agency Number	6	Unprotected. If left blank the system will return with the first agency number listed for the T-Number. If input the system will return with the agency number specified. Must be a valid entry in the AGCY table.
Sub-Agency Number	6	Unprotected. If left blank the system will return with the first sub-agency listed for the agency specified. If input the system will return with the sub-agency specified. Must be a valid entry in the AADR table.
Sub-Agency Name	35	Protected. Inferred interpretation of the sub-agency name from the AADR table.

AOBJ   Agency Object Code Table

```
ENTER FUNCTION:  ...........  TRANS:  AOBJ
                                                        DATE:
AGENCY OBJECT CODE TABLE                                 TIME:
KEY IS AGENCY NUMBER AND OBJECT CODE                     TERM:

AGENCY: ...... :
                                            ADDED BY      DATE
OBJECT CODE   DESCRIPTION                     USERID      ADDED
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
   ....
```

Purpose   The purpose of the Agency Object Code Table is to provide the user the capability to create
                     and maintain an Agency Object Code Table record for identifying those object code numbers
                     that the agency wants approvals.   Functions are ADD, DELETE, and INQUIRE.
                     Access is granted to those users with proper security.

Screen
Characteristics   Add, Delete and Inquire Agency Object Code Table.

Procedure
Cross-Reference   Chapter 2 Agency Database Maintenance;

                     7.1   Add Agency Object Code Table Record
                     7.2   Delete Agency Object Code Table Record
                     7.3   Inquire Agency Object Code Table Record

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency	6	Unprotected. Key. Required for add. Denotes the agency to which the object code belongs and the approval will be built. The entry must be a valid active entry in the AGCY Table.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Object	4	Unprotected. Key. Required for ADD. Entry must be a valid object code in the accounting system. If left blank on inquiry, system will display the first object code in the database for the specified commodity number.
Object Title	30	Protected. Display of the inferred object code title from the accounting system.

ASDT   Agency Special Delivery Text

```
ENTER FUNCTION:  .......... TRANS:  ASDT
                                                    DATE:
 AGENCY SPECIAL DELIVERY TEXT TABLE                 TIME:
 KEY IS AGENCY NUMBER AND SUB-AGENCY NUMBER         TERM:

 AGENCY NUMBER......: ...... :
 SUB-AGENCY NUMBER..: ...... :
 STATUS CODE........:        :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

          ---------1---------2---------3---------4
          ........................................
          ........................................
          ........................................
          ........................................
          ........................................
          ........................................
          ........................................
          ........................................
          ........................................
```

Purpose   The purpose of the Agency Special Delivery Text table is to provide the user with the ability to record special delivery instructions for the agency. The text format is free form and can be used as the user desires. This special delivery text will print on all solicitations, orders, contracts, and contract release orders for this agency. Access is granted to those agencies for which the user has security access.

**Screen
Characteristics**   Add, Change and Inquire Agency Special Delivery Text Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

2.5 Add Agency Special Delivery Text
2.6 Change Agency Special Delivery Text
2.8 Inquire Agency Special Delivery Text

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. Required for add. Specifies the agency number for which the special delivery text will be generated or viewed.
Agency Name	35	Protected. Inferred agency name as provided from the AGCY table.
Sub-Agency Number	6	Unprotected. Key. Required for add. Specifies the sub-agency number for which the special delivery text will be generated or viewed.
Sub-Agency Name	40	Protected. Inferred sub-agency name as provided from the AADR table.
Status Code	3	Protected. The status code of the agency as provided from the agency table.
Status Code Title	30	Protected. Inferred interpretation of the status code title from BTAB Table AS (Status Code - Agency).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:

> T - Top
> B - Bottom
> U - Page up
> D - Page down
> R - Relative.
> I - Insert
> X - Delete

Field	Size	Description
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

ASD2 THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION:  .........  TRANS:ASD2
                                                    DATE:
 AGENCY SPECIAL DELIVERY TEXT TABLE  #2              TIME:
 KEY IS AGENCY NUMBER AND SUB-AGENCY NUMBER          TERM:

 AGENCY NUMBER......:       :
 SUB-AGENCY NUMBER..:       :
 STATUS CODE........:       :
 TEXT ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT     ---------1---------2---------3---------4
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Agency Special Delivery Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Agency Special Delivery Text Table #1 (ASDT). When appropriate action has been indicated, the system will automatically return to ASDT upon depressing enter key to process the indicated action. Exit action can only be accomplished by using action code 'C' (change) or 'E' (end).

**Screen
Characteristics**   Change Agency Special Delivery Text Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

2.7 Delete/Insert Agency Special Delivery Text.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Protected. Key. Specifies the Agency number for which text will be inserted or deleted.
Agency Name	35	Protected. The first agency name as provided from the AGCY table.
Sub-Agency Number	6	Protected. Key. Specifies the sub-agency number for which text will be changed or deleted.
Sub-Agency Name	40	Protected. The sub-agency name line as provided from the AADR table.
Status Code	3	Protected. The status code of the agency.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table AS (Status Code - Agency).
Scroll Action	1	Protected. The scroll action code carried forward from the ASDT screen.
Line Number	4	Protected. Used with scroll action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	40	Protected. A display of text carried forward from the ASDT screen. Any change action will cause the screen to return to ASDT with the appropriate action taken.

ASNM   Sub-Agency by Name Table

```
ENTER FUNCTION:  .........  TRANS:  ASNM

 SUB-AGENCY BY NAME TABLE
 KEY IS SUB AGENCY NAME


              SUB-AGENCY NAME                  SUB-AGENCY   AGENCY-NUMBER
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
         ...................................
```

Purpose   The purpose of the Sub-Agency By Name table is to provide the user with the ability of
                       inquiring sub-agency number by sub-agency name. Moving the cursor to a desired name and
                       pressing 'ENTER' will cause the system to leaf to the corresponding Sub-agency Address
                       record for further detail.

**Screen
Characteristics**   Inquire Sub-Agency Address Table records.

**Procedure
Cross-Reference**   Chapter 2 Agency Database Maintenance;

                       9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Sub-Agency Name	35	Unprotected. Key. If left blank the system will return with the first record in the database. If input the system will return with the record desired. Must be a valid entry in the AADR table.
Sub-Agency Number	6	Protected. Key. The sub-agency number for the name specified.
Agency Number	6	Protected. Key. The agency number for the name specified.

ASUM   Agency Purchase Summary Table

```
ENTER FUNCTION:  .......... TRANS:  ASUM
                                                       DATE:
 AGENCY PURCHASE SUMMARY TABLE                         TIME:
 KEY IS AGENCY NUMBER AND FISCAL YEAR                  TERM:

 AGENCY NUMBER.......: ...... :
 FISCAL YEAR.........: ....
                       FYTD #    FYTD       FYTD #    FYTD         FYTD
                       ORDERS    AMOUNT     CHANGES   CHG AMOUNT   NET AMOUNT
 PURCHASE ORDERS...:
 DELEGATED ORDERS..:
 AGENCY ORDERS.....:
 LOW $ ORDERS......:
 CONTRACT RELEASE..:
 EMERGENCY ORDERS..:
 STATE USE ORDERS..:
 DIST CTR ORDERS...:
 PRISON ENT. ORDERS:
 BLANKET ORDERS....:
```

Purpose   The purpose of the Agency Purchase Summary Table is to provide the user with the ability to inquire summary data on purchases made by the agency. Access is limited to those records for which the user has the proper security access.

Screen Characteristics   Inquire Agency Purchase Summary Table records.

Procedure Cross-Reference   Chapter 2 Agency Database Maintenance;

9.1 Inquire Agency Database.

Field Completion

Field	Size	Description
Date	8	Protected. Display of system date.
Time	8	Protected. Display of system time.
Term	8	Protected. Display of system terminal identification number.
Agency Number	6	Unprotected. Key. If left blank the system will return with the first record in the database. If input the system will return with the specified record. Must be a valid entry in the AGCY Table.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Fiscal Year	4	Unprotected. Key. If left blank the system will return with the first record in the database for the agency specified. If input the system will return with the specified record. Format is CCYY.
Purchase Orders FYTD # Orders	5	Protected. The number of purchase orders FYTD Orders for the current fiscal year to date.
Purchase Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all purchase orders for the current fiscal year to date.
Purchase Orders FYTD # Changes	5	Protected. The number of purchase order change orders FYTD Change Orders for the current fiscal year to date for the listed purchase orders.
Purchase Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all purchase order changes for the current fiscal year to date for the listed purchase orders.
Purchase Orders FYTD Net Amount	9.2	Protected. The computed net value of all purchase orders and purchase order changes for the current fiscal year to date.
Delegated Orders FYTD # Orders	5	Protected. The number of delegated purchases (DPA) for the current fiscal year to date.
Delegated Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all delegated purchases (DPA) for the current fiscal year to date.
Delegated Orders FYTD # Changes	5	Protected. The number of delegated order (DPA) change orders FYTD Change Change Orders for the current fiscal year to date for the listed delegated orders.

Field Completion

Field	Size	Description
Delegated Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all delegated order (DPA) changes for the current fiscal year to date for the listed delegated orders.
Delegated Orders FYTD Net Amount	9.2	Protected. The computed net value of all delegated orders (DPA) and delegated order changes for the current fiscal year to date.
Agency Orders FYTD # Orders	5	Protected. The number of agency orders for the current fiscal year to date.
Agency Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all agency orders for the current fiscal year to date.
Agency Orders FYTD # Changes	5	Protected. The number of agency order change orders FYTD Change Orders for the current fiscal year to date for the listed agency orders.
Agency Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all agency order changes for the current fiscal year to date for the listed agency orders.
Agency Orders FYTD Net Amount	9.2	Protected. The computed net value of all agency orders and agency order changes for the current fiscal year to date.
Low $ Orders FYTD # Orders	5	Protected. The number of low dollar orders for the current fiscal year to date.
Low $ Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all low $ orders for the current fiscal year to date.
Low $ Orders FYTD # Changes	5	Protected. The number of low $ order change orders FYTD Change Orders for the current fiscal year to date for the listed low $ orders.
Low $ Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all low $ order changes for the current fiscal year to date for the listed low $ orders.
Low $ Orders FYTD Net Amount	9.2	Protected. The computed net value of all low $ orders and low $ order changes for the current fiscal year to date.
Contract Release Order FYTD # Orders	5	Protected. The number of contract release orders for the current fiscal year to date.
Contract Release Order FYTD Amount	9.2	Protected. The cumulative dollar value of all contract release order for the current fiscal year to date.

Field Completion

Field	Size	Description
Contract Release Order FYTD # Changes	5	Protected. The number of blanket order change orders FYTD Change Orders for the current fiscal year to date for the listed contract release order.
Contract Release Order FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all blanket order changes for the current fiscal year to date for the listed contract release order.
Contract Release Order FYTD Net Amount	9.2	Protected. The computed net value of all contract release order and blanket order changes for the current fiscal year to date.
Emergency Orders FYTD # Orders	5	Protected. The number of emergency orders for the current fiscal year to date.
Emergency Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all emergency orders for the current fiscal year to date.
Emergency Orders FYTD # Changes	5	Protected. The number of emergency orders change orders FYTD Change Orders for the current fiscal year to date for the listed contract release order.
Emergency Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all emergency orders changes for the current fiscal year to date for the listed contract release order.
Emergency Orders FYTD Net Amount	9.2	Protected. The computed net value of all emergency orders and blanket order changes for the current fiscal year to date.
State Use Orders FYTD # Orders	5	Protected. The number of state use orders for the current fiscal year to date.
State Use Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all state use orders for the current fiscal year to date.
State Use Orders FYTD # Changes	5	Protected. The number of state use order change orders FYTD Change Orders for the current fiscal year to date for the listed state use orders.
State Use Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all state use order changes for the current fiscal year to date for the listed state use orders.
State Use Orders FYTD Net Amount	9.2	Protected. The computed net value of all state use orders and state use order changes for the current fiscal year to date.
Dist Ctr Orders FYTD # Orders	5	Protected. The number of distribution center orders for the current fiscal year to date.

Field Completion

Field	Size	Description
Dist Ctr Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all distribution center orders for the current fiscal year to date.
Dist Ctr Orders FYTD # Changes	5	Protected. The number of distribution center order change orders FYTD Change Orders for the current fiscal year to date for the listed distribution center orders.
Dist Ctr Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all distribution center order changes for the current fiscal year to date for the listed distribution center orders.
Dist Ctr Orders FYTD Net Amount	9.2	Protected. The computed net value of all distribution center orders and distribution center order changes for the current fiscal year to date.
Prison Ent. Orders FYTD # Orders	5	Protected. The number of prison enterprise orders for the current fiscal year to date.
Prison Ent. Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all prison enterprise orders for the current fiscal year to date.
Prison Ent. Orders FYTD # Changes	5	Protected. The number of state use order change orders FYTD Change Orders for the current fiscal year to date for the listed prison enterprise orders.
Prison Ent. Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all state use order changes for the current fiscal year to date for the listed prison enterprise orders.
Prison Ent. Orders FYTD Net Amount	9.2	Protected. The computed net value of all prison enterprise orders and state use order changes for the current fiscal year to date.
Blanket Rel Orders FYTD # Orders	5	Protected. The number of blanket orders for the current fiscal year to date.
Blanket Rel Orders FYTD Amount	9.2	Protected. The cumulative dollar value of all blanket orders for the current fiscal year to date.
Blanket Rel Orders FYTD # Changes	5	Protected. The number of blanket order change orders FYTD Change Orders for the current fiscal year to date for the listed blanket orders.
Blanket Rel Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all blanket orders for the current fiscal year to date for the listed blanket orders.
Blanket Rel Orders FYTD Net Amount	9.2	Protected. The computed net value of all blanket orders and blanket order changes for the current fiscal year to date.

Field Completion

Field	Size	Description
Blanket Rel Orders FYTD # Orders	5	Protected. The number of blanket rel orders for the current fiscal year to date.
Blanket Rel Orders FYTD Amount	9.2	Protected The cumulative dollar value of all blanket rel orders for the current fiscal year to date.
Blanket Rel Orders FYTD # Changes	5	Protected. The number of blanket rel orders change orders FYTD Change Orders for the current fiscal year to date for the listed blanket orders.
Blanket Rel Orders FYTD Chg Amount	9.2	Protected. The cumulative dollar value of all blanket rel orders changes for the current fiscal year to date for the listed blanket orders.
Blanket Rel Orders FYTD Net Amount	9.2	Protected. The computed net value of all blanket rel orders and blanket order changes for the current fiscal year to date.